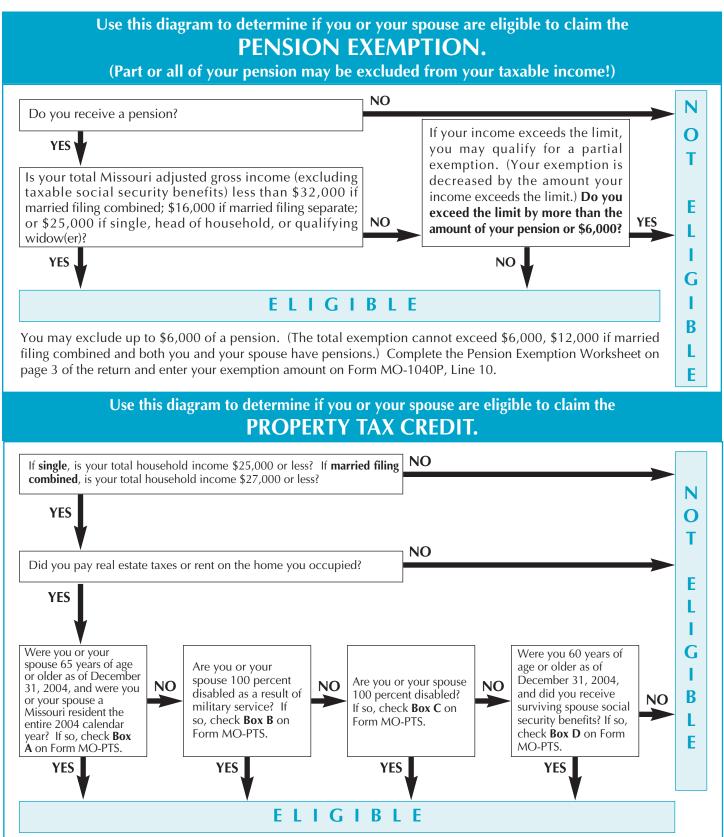
# AM I ELIGIBLE?

You may qualify for the pension exemption, the property tax credit, or both. You do not have to qualify for both of these to use this form. If you do not qualify for either, see page 2 to obtain a different form.



# IMPORTANT FILING INFORMATION

This information is for guidance only and does not state the complete law.

#### **Filing Requirements**

You do not have to file a Missouri return if you are not required to file a federal return.

If you are required to file a federal return, you may not have to file a Missouri return if you:

- are a resident and have less than \$1,200 of Missouri adjusted gross income;
- are a nonresident with less than \$600 of Missouri income; or
- your Missouri adjusted gross income is less than the amount of your standard deduction plus the exemption amount for your filing status.

**Note:** If you are not required to file a Missouri return, but you received a Form W-2 stating you had Missouri tax withheld, you must file your Missouri return to get a refund of your Missouri withholding. If you are not required to file a Missouri return and you do not anticipate an increase in income, you may change your Form MO W-4 to "exempt" so your employer will not withhold Missouri tax.

If you are a nonresident alien, access www.dor.mo.gov/tax for information.

#### When To File

The 2004 returns are due April 15, 2005.

#### **Extension of Time to File**

You are not required to file an extension if you do not expect to owe additional income tax or if you anticipate receiving a refund. If you need additional time to file your Missouri income tax return, and do not expect to owe Missouri income tax, you may file an extension by filing Form MO-60, Application for Extension of Time to File. An automatic extension of time to file will be granted until August 15, 2005.

If you receive an extension of time to file your federal income tax return, you will automatically be granted an extension of time to file your Missouri income tax return, provided you do not expect to owe any additional Missouri income tax. Attach a copy of your federal extension (Federal Form 4868 or 2688) with your Missouri income tax return when you file.

If you expect to owe Missouri income tax, file Form MO-60 with your payment by the original due date of return.

Remember: An extension of time to file does not extend the time to pay. A 5 percent additions to tax will apply if the tax is not paid by the original return's due date, provided your return is filed by the extension date.

#### **Late Filing and Payment**

Simple interest is charged on all delinquent taxes. The interest rate will be updated annually and can be found on the Department of Revenue's web site at www.dor.mo.gov/tax.

For timely filed returns, an additions to tax charge of 5 percent (of the unpaid tax) is added if the tax is not paid by the return's due date.

For returns not filed by the due date, an additions to tax of 5 percent per month (of the unpaid tax) is added for each month the return is not filed. The additions to tax cannot exceed 25 percent. **Note:** If you file an extension, a 5 percent additions to tax charge will still apply if the tax is not paid by the original return's due date, provided your return is filed by the extension date.

If you are unable to pay the tax owed in full on the due date, you may request a Payment Plan by completing Form 4338, Individual Income Tax Payment Request. See information on page 2 on how to obtain Form 4338.

#### Where to Mail Your Return

If you are due a **refund** or have **no amount due**, mail your return and all required attachments to:

Department of Revenue P.O. Box 3385 Jefferson City, MO 65105-3385.

If you have a **balance due**, mail your return, payment, and all required attachments to:

Department of Revenue P.O. Box 3395 Jefferson City, MO 65105-3395.

#### **Dollars and Cents**

Rounding is required on your tax return. Zeros have been placed in the cents column on your return. For 1 cent through 49 cents, round down to the previous whole dollar amount. For 50 cents through 99 cents, round up to the next whole dollar amount.

Example:

Round \$32.49 down to \$32.00 Round \$32.50 up to \$33.00

#### **Amended Return**

You must use Form MO-1040 (long form) for the year being amended. See information on page 2 on how to obtain Form MO-1040 and instructions.

#### **Fill-in Forms that Calculate**

Access www.dor.mo.gov/tax to enter your tax information, and let us do the math for you. No calculation errors means faster processing. Just print, sign, and mail the return.

#### **Missouri Return Inquiry**

The Department of Revenue has an individual income tax return inquiry web site. The site is available 24 hours a day to check on the status of your current year return and can be accessed by visiting www.dor.mo.gov/tax. The following information is required to obtain the status of the Missouri return: 1) the first social security number on the return; 2) the filing status shown on your return; and 3) the exact amount of the refund or balance due in whole dollars.

#### **Consumer's Use Tax**

Consumer's use tax is a tax imposed on goods purchased for storage, use, or consumption from out-of-state sellers who are not registered with the state of Missouri to collect the tax. Consumer's use tax laws are very similar to sales tax laws.

When you purchase tangible personal property outside the state of Missouri totaling more than \$2,000 in a calendar year, which Missouri use tax has not been charged and collected by the seller, you are required to pay use tax. See Form 4340, Consumer's Use Tax Return, included in this book for more information. The due date for Form 4340 is April 15, 2005.

#### **Taxpayer Bill of Rights**

To obtain a copy of the *Taxpayer Bill of Rights*, access **www.dor.mo.gov/tax** or call (800) 877-6881.

# Filing for Deceased Individuals

If an individual passed away in 2004, a claim may be filed by the surviving spouse if the filing status is "married filing combined" and all other qualifications are met. If there is no surviving spouse, the estate may file the claim.

A copy of the death certificate must be attached and if the check is to be issued in another name, a Federal Form 1310 must also accompany the claim. To obtain Federal Form 1310, see "To Obtain Forms" on page 2 or access www.irs.gov/formspubs.

#### **FORM MO-1040P**

# Information To Complete Form MO-1040P

#### Name, Address, Etc.

If all information is correct on the preprinted label (if available), attach the label to the Form MO-1040P and print or type your social security number(s) in the spaces provided. If you did not receive a book with a peel-off label, or the label is incorrect, print or type your name(s), address, and social security number(s) in the spaces provided on the return.

If the taxpayer or spouse died in 2004, check the appropriate box. If a refund is due to a deceased taxpayer, attach a copy of Federal Form 1310.

Enter your county of residence, and the number of the public school district in which you reside. See the school district listing on pages 31 and 32.

#### 65 or Older, Blind, 100 Percent Disabled, Non-obligated Spouse

If you or your spouse were **65 or older** or **blind** and qualified for these deductions on your 2004 federal return, check the appropriate boxes.

You may check the **100 percent disabled** box if you are unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or has lasted, or can be expected to last, for a continuous period of not less than 12 months.

You may check the **non-obligated spouse** box if your spouse owes the state of Missouri any child support payments, back taxes, student loans, etc., and you do not want your portion of the refund used to pay the amounts owed by your spouse. The Internal Revenue Service (IRS) is not a state agency and debts owed to the IRS are **excluded** from the non-obligated spouse apportionment.

# Line 1 — Federal Adjusted Gross Income

If your filing status is "married filing combined," and both spouses are reporting income, use the Worksheet on page 7 to split your income between you and your spouse. The combined income for you and your spouse must equal the total federal adjusted gross income reported on your federal return.

Splitting the income reduces the rate at which your combined incomes are taxed and allows you to claim non-obligated spouse so you will not be held responsible for your spouse's debts to Missouri.

For all other filing statuses, use the chart below.

FEDERAL FORM	LINE
1040	Line 36
1040A	Line 21
1040EZ	Line 4
Telefile	Line I

#### Line 2 — State Income Tax Refund

Subtract any state income tax refund included in your federal adjusted gross income (Federal Form 1040, Line 10). See diagram on page 26. Attach a copy of your federal return (pages 1 and 2).

# Line 5 — Income Percentages

Complete the chart below if both spouses have income:

<u>Yourself</u>	
Line 3Y	divided by
Line 4	=
<u>Spouse</u>	
Line 3S	divided by
Line 4	=

The total entered on Line 5 must equal 100 percent — round to the nearest whole number. **Note:** If one spouse has negative income and the other spouse has positive income (example: your income is -\$15,000 and your spouse's income is \$30,000), enter 0% on Line 5Y and 100% on Line 5S.

# Line 7 — Tax From Federal Return

Use the chart below for Federal Form and Line Numbers to locate your tax on your federal return. This amount is limited to \$5,000 for single filers and \$10,000 for combined filers.

Federal Form	Line Numbers
Telefile	Line K(2) (Tax—second box) minus Line L
1040EZ	Line 10 minus Line 8
1040A	Line 36 minus Line 41a and any alternative minimum tax included on Line 28
1040	Line 56 minus Lines 44 and 65a

# Do not enter your federal income tax withheld as shown on your Form W-2(s) or federal return.

If you have an earned income credit, you must subtract the credit from the tax on your federal return. If a negative amount is calculated, enter "0".

Diagrams of the federal returns are on pages 25 and 26.

# Line 8 — Standard or Itemized Deduction

If you claimed the standard deduction on your federal return, you must also claim the standard deduction on your Missouri return. See the chart below for your standard deduction amount.

Single	\$4,850
Married Filing a Combined Return or Qualifying Widow(er)	\$9,700
Head of Household	\$7,150
Married Filing Separate	\$4,850

If you or your spouse marked any of the boxes for 65 or older, blind, or claimed as a dependent, you can use the chart on Form MO-1040P, page 4 to help determine the standard deduction amount or see Federal Form 1040, Line 39, or Form 1040A, Line 24, for your standard deduction amount.

If you itemized on your federal return, you may want to itemize on your Missouri return or take the standard deduction, whichever results in a higher deduction. To figure your itemized deductions, complete the

Missouri Itemized Deductions Section on Form MO-1040P, page 4.

Attach a copy of your federal return (pages 1 and 2) and Federal Schedule A.

#### Line 9 — Dependents

Do not include yourself or your spouse as dependents.

Multiply the total number of dependents you claimed on your federal return by \$1,200. Only include dependents claimed on Federal Forms 1040A or 1040, Line 6c.

Attach a copy of your federal return (pages 1 and 2).

# Line 10 — Pension Exemption

If you received a pension, complete the pension exemption worksheet on Form MO-1040P, page 3 to see how much of your pension may be tax free.

Attach a copy of your federal return (pages 1 and 2) and all Forms 1099(s), 1099-R(s), and W-2P(s).

# Line 11 — Long-term Care Insurance Deduction

If you paid premiums for a qualified long-term care insurance in 2004, you may be eligible for a deduction on your Missouri income tax return. Qualified long-term care insurance is defined as insurance coverage for a period of at least 12 months for long-term care expenses should such care become necessary because of chronic health conditions and/or physical disabilities including cognitive impairment or the loss of functional capacity, thus rendering an individual unable to care for themself without the help of

another person. Complete the worksheet below only if you paid premiums for a qualified long-term care insurance policy; and the policy is for at least 12 months coverage.

#### Line 16 — Missouri Tax

If your Missouri taxable income is less than \$9,000, use the tax table on Form MO-1040P, page 3 to determine your tax. If your Missouri taxable income is more than \$9,000, use the worksheet below the tax table to calculate the tax. A separate tax must be computed for you and your spouse.

# Line 18 — Missouri Withholding

Include only Missouri withholding as shown on your Form W-2(s), 1099(s), or 1099-R(s). Do not include withholding for federal taxes, local taxes, city earnings taxes, or another state's withholding. Attach a copy of all Forms W-2(s) and 1099(s). See Diagram 1 on page 24.

# Line 19 — Estimated Tax Payments

Include any estimated tax payments made during 2004 and any overpayment applied from your 2003 Missouri return.

#### Line 20 — Property Tax Credit

Complete Form MO-PTS to determine the amount of your property tax credit. See Information to Complete Form MO-PTS on page 21.

#### Line 23 — Apply Overpayment to Next Year's Taxes

You may apply any portion of your refund to next year's taxes.

#### Line 24 — Trust Funds

You may donate part or all of your overpaid amount or contribute additional payments to any of the five trust funds listed on Form MO-1040P and/or any two Additional Trust Funds listed below. The amount contributed to any of the five trust funds must be \$2 (\$4 if a combined filer) or more for each trust fund. The amount donated to any Additional Trust Fund must be at least \$1, but no more than \$200 per fund.

#### **Additional Trust Funds**

If you choose to make an irrevocable donation to an Additional Trust Fund, enter the two-digit code (see below) in the spaces provided on Line 24. If you want to give to more than two Additional Trust Funds, please submit a check directly to the fund. See our web site for additional information.

<u>Trust Funds</u> <u>Co</u>	<u>odes</u>
American Cancer Society Heartland	
Division, Inc., Fund	21
American Diabetes Association	
Gateway Area Fund	<i>92</i>
American Heart Association Fund	93
American Lung Association of	
Missouri Fund	94
Amyotrophic Lateral Sclerosis (ALS—	-
Lou Gehrig's Disease) Fund	<i>95</i>
Arthritis Foundation Fund	9
General Revenue Fund	06
March of Dimes Fund	<i>98</i>
Muscular Dystrophy Association	
Fund	9 <i>7</i>
National Multiple Sclerosis	
Society Fund	10

Worksheet for Long-Term Care Insurance Deduct	ion
A. Enter the amount paid for qualified long-term care insurance	A) \$
B. Enter the amount from Federal Schedule A, Line 4	
C. Enter the amount from Federal Schedule A, Line 1	C) \$
D. Enter the amount of qualified long-term care included on Line C	D) \$
E. Subtract Line D from Line C	E) \$
F. Subtract Line E from Line B. <b>If amount is less than zero, enter "0".</b>	F) \$
G. Subtract Line F from Line A	G) \$
H. Multiply Line G (or Line A if you did not have to complete Lines B through G) by 50 percent. Enter here and on Form MO-1040P, Line 11	H) \$
Attach a conv of your Federal Form 1040 (pages 1 and 2) and Federal Schedule A (if yo	ou itemized your deductions)

#### Line 25 — Refund

Subtract Lines 23 and 24 from Line 22 and enter on Line 25. If you have another individual income tax or property tax credit liability, this property tax credit may be applied to that liability in accordance with Section 143.781, RSMo. You will be notified if your credit is offset against any debts.

Note: If you have any other liability due the state of Missouri, such as child support payments or a debt with the Internal Revenue Service, your income tax refund may be applied to that liability in accordance with Section 143.781, RSMo. You will be notified if your refund is offset against any debt(s).

#### Line 26 — Amount Due

Payments must be postmarked by April 15, 2005, to avoid interest and late payment charges. The Department of Revenue offers several payment options.

Check or money order: Attach a check or money order (U.S. funds

only), payable to Missouri Director of Revenue. Checks will be cashed upon receipt. **Do not postdate.** The Department of Revenue may electronically resubmit checks returned for insufficient or uncollected funds.

Electronic Bank Draft (E-Check): By entering your bank routing number, checking account number, and your next check number, you may pay online at www.dor.mo.gov/tax/personal, or by calling (888) 929-0513. There will be a minimal handling fee per filing period/transaction to use this service.

Credit Card: The department accepts MasterCard, Discover, Visa, and American Express. You may pay online a www.dor.mo.gov/tax/personal, or by

Express. You may pay online at www.dor.mo.gov/tax/personal, or by calling (888) 929-0513. The convenience fees listed below will be charged to your account for processing credit card payments:

Amount of	<b>Convenience</b>
Tax Paid	<u>Fee</u>
\$0.00-\$33.00	\$1.00
\$33.01-\$100.00	3.0%
\$100.01-\$250.00	2.9%
\$250.01-\$500.00	2.8%
\$500.01-\$750.00	2.7%
\$750.01-\$1,000.00	2.6%
\$1,000.01-\$1,500.00	2.5%
\$1,500.01-\$2,000.00	2.4%
\$2,000.01 or more	2.3%

**Note:** The handling and/or convenience fees included in these transactions are being paid to the third party vendor, Collector Solutions, Inc., **not** to the Missouri Department of Revenue. By accessing this payment system, the user will be leaving Missouri's web site and connecting to the web site of Collector Solutions, Inc., which is a secure and confidential web site.

Sign Return

You must sign Form MO-1040P, both spouses must sign if you are filing a combined return. If you use a paid preparer, the preparer must also sign the return.

#### **SPLITTING YOUR INCOME**

Missouri law requires a combined return for spouses filing together. A combined return means taxpayers are required to split their total federal adjusted gross income (including other state income) between spouses when beginning the Missouri return.

Splitting the income can be as easy as adding up your separate Form W-2s and 1099s. Or it may require more calculating by allocating to each spouse the percentage of ownership in jointly held property, such as businesses, farm operations, dividends, interest, rent, and capital gains or losses. State refunds should be split based on each spouse's 2003 Missouri tax withheld, less each spouse's 2003 tax liability. The result should be each spouse's portion of the 2003

refund. Taxable social security benefits must be allocated between each spouse's share of the benefits received for the year.

The worksheet below lists income that is included on your federal return, along with federal line references. Find the lines that apply to your federal return, split the income between you and your spouse, and enter the amounts on the worksheet. When you have completed the worksheet, transfer the amounts from Line 18 to Form MO-1040P, Line 1.

**Note:** Remember, the incomes listed separately on Line 18 of this worksheet must equal your total federal adjusted gross income when added together.

Adjusted Gross Income Worksheet for Combined Return	Federal Federal Form 1040EZ Form 1040A Form 1040 Line Number Line Number Line Number		Y — Yourself		S — Spouse	
1. Wages, salaries, tips, etc	1	7	7	00	1	00
2. Taxable interest income	2	8a	8a	00	2	00
3. Dividend income	none	9a	9a	00	3	00
4. State and local income tax refunds	none	none	10	00	4	00
5. Alimony received	none	none	11	00	5	00
6. Business income or (loss)	none	none	12	00	6	00
7. Capital gain or (loss)	none	10	13	00	7	00
8. Other gains or (losses)	none	none	14	00	8	00
9. Taxable IRA distributions	none	11b	15b	00	9	00
10. Taxable pensions and annuities	none	12b	16b	00	10	00
11. Rents, royalties, partnerships, S corporations, trusts, etc	none	none	17	00	11	00
12. Farm income or (loss)	none	none	18	00	12	00
13. Unemployment compensation	3	13	19	00	13	00
14. Taxable social security benefits	none	14b	20b	00	14	00
15. Other income	none	none	21	00	15	00
16. Total (add Lines 1 through 15)	4	15	22	00	16	00
17. Less: federal adjustments to income	none	20	35	00	17	00
18. Federal adjusted gross income (Line 16 less Line 17) Enter amounts here and on Line 1 of Form MO-1040P	4	21	36	00	18	00

If you wish to authorize the Director of Revenue or delegate, to release information regarding your tax account to your preparer, or any member of the preparer's firm, indicate "yes" by checking the appropriate box.

#### **Attachments**

- All Forms W-2(s) and 1099(s)
- Copy of federal return, pages 1 and 2 and Federal Schedule A
  - if you itemized your deductions on Line 8, Missouri Itemized Deductions
  - —if you have an entry on Line 11, Long-term Care Insurance Deduction
- Paid Property Tax Receipt(s), rent receipts, or statement from your landlord
  - —if you claimed the Property Tax Credit on Line 20
- Documentation (Form SSA-1099, letter from Social Security Administration, letter from Department of Veterans Affairs) of the applicable qualification under which you are filing the Form MO-PTS
- Federal Form 1310 and a copy of death certificate if filing for a deceased individual

#### Mail Form MO-1040P, Attachments, and Payment (if necessary) to:

Refund or no amount due —
Department of Revenue, P.O. Box
3385, Jefferson City, MO 65105-3385
Balance due —

Department of Revenue, P.O. Box 3395, Jefferson City, MO 65105-3395

# Pension Exemption Worksheet

# Line 2 — Taxable Social Security

Include the taxable amount of your 2004 social security benefits. See the following to determine your social security benefits on your federal return:

- Federal Form 1040A—Line 14b
- Federal Form 1040—Line 20b

#### **Line 6** — Taxable Pension

Include the total amount of taxable pension received in 2004. See the following to determine the taxable amount on your federal return:

- Federal Form 1040A—Pension amount included on Lines 11b and 12b
- Federal Form 1040—Pension amount included on Lines 15b
   and 16b

Do not include any payments from social security benefits or railroad retirement payments on this line. (Exception: If you are 100 percent disabled, you may consider railroad retirement as a taxable pension.)

#### Line 7 — Pension

Each recipient's total pension exemption cannot exceed \$6,000. Enter the amount from Line 6Y or \$6,000, whichever is less. Repeat for Line 6S.

#### Line 9 — Total Pension Exemption

Your exemption must be reduced by the amount your income exceeds the income limitations. Your total pension exemption cannot exceed \$6,000; \$12,000 if filing combined and both you and your spouse have pensions.

# Missouri Itemized Deductions

You cannot itemize your Missouri deductions if you took the standard deduction on your federal return. See Page 5, Line 8.

You must itemize your Missouri deductions if you were required to itemize on your federal return.

# Line 1 — Federal Itemized Deductions

Include your total federal itemized deductions from Federal Form 1040, Line 39, and any **approved** cultural contributions (literary, musical, scholastic, or artistic) to a tax exempt agency or institution that is operated on a not-forprofit basis. **Cash contributions do not qualify.** Contact the Department of Revenue at (573) 751-3505 to determine if your contribution qualifies.

# Lines 2 and 3 — Social Security Tax (FICA)

Social security tax is the amount in the social security tax withheld box on Form W-2(s). **The amount cannot exceed \$5,450.** Your Medicare is the amount in the Medicare tax withheld

box on Form W-2(s). Enter the total on Line 2. Repeat for **your spouse** and enter the total on Line 3.

#### Lines 4 and 5 — Railroad Retirement Tax

Include the amount of railroad retirement tax withheld from your wages, Tier I and Tier II, during 2004. **The amount cannot exceed \$8,640.** (Tier I maximum of \$5,450 and Tier II maximum of \$3,190.) Enter the total on Line 4. Repeat for **your spouse** and enter the total on Line 5.

If a person has both FICA and railroad retirement tax, the maximum deduction allowed is the amount withheld as shown on the Form W-2(s) less, either the amount entered on Federal Form 1040, Line 66, or, if only one employer, the amount refunded by the employer.

# Line 6 — Self-employment Tax

Include as your self-employment tax the amount from Federal Form 1040, Line 30. See Diagram 5 of Federal Form 1040 on page 26.

# Line 8 — State and Local Income Taxes

Include the amount of income taxes from Federal Form 1040, Schedule A, Line 5. If you checked Box 5b (general sales taxes) enter zero and skip to Line 11. The amount you paid in state income taxes included in your federal itemized deductions must be subtracted to determine Missouri itemized deductions.

#### **Line 9** — **Earnings Taxes**

If you entered an amount on Line 8 and you live or work in the Kansas City or St. Louis area, you may have included earnings taxes. Include on Line 9 the amount of earnings taxes withheld shown on Form W-2(s). See Diagram 1, Page 24, Box 19.

# **Line 11 — Total Itemized Deductions**

If your total Missouri itemized deductions are less than your standard deduction (see Page 5, Line 8) you should take the standard deduction on the front of Form MO-1040P, Line 8, unless you were required to itemize your federal deductions. If you are

required to itemize on the federal return, you must use the itemized amount from the itemized worksheet.

Attach a copy of Federal Form 1040 (pages 1 and 2) and Federal Schedule A.

#### **FORM MO-PTS**

#### Information to Complete Property Tax Credit Schedule

If you qualify for the Property Tax Credit you must attach your Form MO-PTS to your Form MO-1040P and mail to: Missouri Department of Revenue, P.O. Box 3385, Jefferson City, MO 65105-3385.

**Important:** You must complete Form MO-1040P, Line 1 through Line 19, before you complete Form MO-PTS.

If your filing status on Form MO-1040P is married filing combined, but you and your spouse lived at different addresses the entire year, you may file a separate Form MO-PTS. If filing a separate Form MO-PTS, you cannot take the \$2,000 deduction on Line 9. (Example: One spouse lives in a nursing home or residential care facility while the other spouse remains in the home the entire year.)

#### **Qualifications**

Check the applicable box to indicate under which qualification you are filing the Form MO-PTS. See "Am I Eligible" chart on page 3. You must check a qualification box to be eligible for the credit. Check **only** one box. **Attach the appropriate documentation to verify your qualification.** (The required documentation is listed behind each qualification on Form MO-PTS.)

#### **Helpful Hints**

- If you are legally married and living together, you must file married filing combined and include all household income.
- Please use your social security number, not the social security number of a deceased relative.

<b>2004</b> • SEE THE REVER	RSE SIDE FOR MORE INFOR		N IN BOX 5 MAY BE TAXABLE INCOME.			
Box 1. Name			eneficiary's Social Security Number			
BETTY TAXPAYER			555-66-7777			
Box 3. Benefits Paid in 2004	Box 4. Benefits Repaid to SSA	in 2004	Box 5. Net Benefits for 2004 (Box 3 minus Box 4)			
*\$8,400.00	NONE		\$8,400.00			
DESCRIPTION OF AN	OUNT IN BOX 3	DI	ESCRIPTION OF AMOUNT IN BOX 4			
Paid by check or direct deposit	\$7,800.00		NONE			
Medicare premiums deducted from ye	our benefit \$600.00					
Total Additions	\$8,400.00					
Benefits for 2004	\$8,400.00					
		Box 6. V	oluntary Federal Income Tax Withheld			
		NONE				
		Box 7. A	address			
		5500	Y TAXPAYER TAXES LANE 'OWN, MO 55555-5555			
	003	Box 8. C	Daim Number (Use this number if you need to contact SSA.)			

#### **Helpful Hint**

Wait to file your return until you get your SSA-1099. This is not the statement indicating what your benefits will be, but it is the actual Form SSA-1099 received in January, 2005 that states what your benefits were for the entire 2004 year. See Diagram above.

# Line 2 — Social Security Benefits

Enter the amount of nontaxable social security benefits you and/or your minor children received before any deductions and/or amount of social security equivalent railroad retirement benefits. See the following to determine nontaxable benefits:

- Federal Form 1040, Line 20a less Line 20b
- Federal Form 1040A, Line 14a less Line 14b
- Form SSA-1099 and/or RRB-1099, Total Amount Before Deductions (if you did not include an amount on Federal Forms 1040 or 1040A)

Lump sum distributions must be claimed in the year in which they were received.

# Line 3 — Exempt Interest and Pension Income

Enter the amount of pensions, annuities, dividends, rental income, or exempt interest income **not** included on Form MO-PTS, Line 1. (Do not include amount of excludable costs of pensions or annuities.) See below to determine the amount of your pension or exempt interest:

- Forms 1099-R(s) or W-2P(s) —
  Total amount before deductions
  not included on Form MO1040P, Line 4 (Missouri adjusted gross income).
- Form 1099-INT(s) Total amount not included on Form MO-1040P, Line 4 (Missouri adjusted gross income).

# Line 4 — Railroad Retirement Benefits

Form MO-1040P does not have provisions for subtracting railroad retirement benefits from federal adjusted gross income. If you have railroad retire-

ment benefits, you must file Form MO-1040. See page 2 for information on how to obtain forms.

#### **Line 5** — Veteran Benefits

Include your veteran payments and benefits. Veteran payments and benefits include education or training allowances, disability compensation, grants, and insurance proceeds.

Exceptions: If you are 100 percent disabled as a result of military service, you are not required to include your veteran payments and benefits. You must attach a letter from the Veterans Administration that states that you are 100 percent disabled as a result of military service. To request a copy of the letter call the Veterans Administration at (800) 827-1000.

If you are a surviving spouse and your spouse was 100 percent disabled as a result of military service, all the veteran payments and benefits must be included.

#### **Line 6** — Public Assistance

Include the amount of public assistance, supplemental security income (SSI), child support, and Temporary Assistance payments received by you and/or your minor children. Tem-

#### **Helpful Hints**

- Supplemental security income (SSI) is paid by the Social Security Administration. You have to request an SSI form indicating total benefits received from your local social security office. The form should be stamped or signed by the Social Security Administration. If you have minor children who receive SSI benefits, the children do not qualify for a credit. However, if you qualify for a credit, you must include the children's SSI benefits on Line 6.
- If you receive temporary assistance from the Children's Division (CD) or the Family Support Division (FSD), you must include all cash benefits received for your entire household. The Department of Revenue verifies this information and failure to include total benefits may delay your refund.

porary Assistance payments include Temporary Assistance for Needy Families (TANF) payments. In Missouri, the program is referred to as Temporary Assistance (TA). This includes any governmental cash received. Do not include the value of commodity foods, food stamps, or heating and cooling assistance. Attach a copy of Form SSA-1099(s), a letter from Social Security Administration and/or Social Services that includes the total amount of assistance received and Employment Security 1099, if applicable.

# Line 7 — Nonbusiness Loss(es)

Complete Line 7 only if you included nonbusiness losses on Form MO-PTS, Line 1. If you included nonbusiness losses on Line 1, add back the amount of the loss on Line 7 (as a positive amount). A nonbusiness loss is a loss of income that did not result from a trade or business. (Losses from Federal Form 1040, Schedule F and Schedule C, are considered business losses and should not be included here.)

#### Line 9 — Married

If you are married, filing a combined return with your spouse, enter \$2,000 and be sure to include both incomes on Lines 1–6. If you are single, enter "0". (If you are married—living separate for entire year, and you are filing a separate Form MO-PTS, enter "0".)

Note: Your home or dwelling is the place in which you reside in Missouri, whether owned or rented, and the surrounding land, not to exceed five acres, as is reasonably necessary for use of the dwelling as a home. A home may be part of a larger unit such as a farm or building partly rented or used for business. It may be a room in a nursing home, an apartment, or a mobile home unit.

# Line 11 — Own Your Home

If you owned and occupied your home, include the amount of real estate tax you paid. Do not include special assessments (sewer lateral), penalties, service charges, and interest listed on your tax receipt. You can only claim the taxes on your

primary residence that you occupy. Secondary homes don't apply.

#### **Helpful Hint**

Real estate tax paid for a prior year cannot be claimed on this form. To claim real estate taxes for a prior year, you must file a claim for that year.

If your home is more than five acres or you own a mobile home, attach Form 948, Assessor's Certification. Your county assessor will complete this form on your request. If you own a mobile home, the Form 948 must show only the value of the mobile home. Vehicles and other items on the personal property receipt are not allowed on the credit.

#### **Helpful Hint**

If you own your home and other adults (other than spouse) live there and pay rent, the rent must be included in your federal adjusted gross income.

If you submit more than one receipt for a city or county for your residence, please submit a letter of explanation.

If you share a home, report only the portion of real estate tax that was actually paid by you.

#### **Helpful Hint**

The percentage of your home that is used for business purposes, must be subtracted from your real estate taxes paid. If you needed to use a Form 948 to calculate the amount of real estate tax, you must subtract the percentage of your home that is used for business purposes from the allowable real estate taxes paid calculated on the Form 948.

Example: Ruth has 10 acres surrounding her house. She needs to use a Form 948, because she is only entitled to receive credit for 5 acres. By her calculations, she enters \$500 on Form 948, Line 6. Ruth also uses 15% of her house for her business. She will multiply \$500 by 85% and put this figure (\$425) on Form MO-PTS, Line 11.

If you sold your home during the year, attach a copy of the seller's agreement to your claim.

#### Line 12 — Rent Your Home

Complete one Form MO-CRP, Certification of Rent Paid, for each rented home (including mobile home and/or lot) you occupied during 2004. The Form MO-CRP is on the back of the Form MO-PTS. If two or more unmarried individuals over 18 years of age share a residence and each pay part of the rent, only the portion actually paid by the claimant can be claimed. If the rent receipt or statement from the landlord is for the total rent amount, then the percentage on Line G of the Form MO-CRP must be used to determine your credit. Additional persons sharing rent/percentage to be entered: (1 person—50%, 2 people—33%, 3 people—25%). Total Line 8 on all the Form MO-CRP(s) completed and enter the amount on Line 12a. Multiply the total by 20 percent and enter the result on Line 12b.

You cannot claim returned check fees, late fees, security and cleaning deposits or any other deposit.

If your gross rent paid exceeds your household income, you must attach a detailed statement explaining how the additional rent was paid or the claim will be denied.

#### **Helpful Hint**

If your rent is more than 60 percent of your income, you may qualify for housing assistance and you may be claiming the portion of your rent paid by a housing assistance program. Please claim only the amount of rent you pay or your refund will be delayed.

(If total yearly rent is more than Line 8, attach rent payment explanation.) Attach rent receipt(s) for the whole year or each month or a statement from your landlord, along with Form MO-CRP. Copies of cancelled checks (front and back) will be accepted if your landlord will not provide rent receipts, or statement.

#### **Helpful Hints**

- An apartment is a room or suite of rooms with separate facilities for cooking and other normal household functions.
- A boarding home is a house that provides meals, lodging, and the residents share common facilities.

#### Line 14 — Property Tax Credit

Apply Lines 10 and 13 to the Property Tax Credit Chart on pages 29 and 30 to determine the amount of your property tax credit.

If you have another income tax or property tax credit liability, this property tax credit may be applied to that liability in accordance with Section 143.781, RSMo. You will be notified if your credit is offset against any debts.

#### **Helpful Hint**

Your property tax credit is figured by comparing your total income received to 20 percent of your net rent paid or real estate tax paid. To make the comparison and determine your credit, use the 2004 Property Tax Credit Chart on pages 29 and 30. Lines are provided on the chart to help you figure this amount.

Example: Ruth paid \$800 in real estate tax and her total household income was \$14,000. Ruth will apply her tax paid and her total household income to the chart to figure out her credit amount. Since the maximum credit is \$750, Ruth will actually use \$750 and her total household income of \$14,000 to make the comparison. When using the chart, Ruth finds where \$14,000 and \$750 "meet" to figure her credit. The two numbers "meet" on the chart where the credit amount is \$702. Ruth will get a \$702 credit for the real estate tax she paid.

# Information to Complete Form MO-CRP

#### Step 1

Enter all information requested on Lines 1–5. If rent is paid to a relative, the relationship to the landlord must be indicated on Line 1.

#### Step 2

Enter on Line 6 the gross rent paid. Exclude rent paid for any portion of your home used in the production of income, and the rent paid for surrounding land with attachments not necessary nor maintained for homestead purposes. Also, exclude any rent paid to your landlord on your behalf by any organization.

#### Step 3

If you were a resident of a nursing home or boarding home during 2004, use the applicable percentage on Line 7. If you live in a hotel and meals are included in your rent payment, enter 50 percent; otherwise enter 100 percent. If two or more unmarried individuals over 18 years of age share a residence and each pay part of the rent, only the portion actually paid by the claimant can be claimed. If the rent receipt is for the total rent amount, then the percentage on Line G of the Form MO-CRP must be used to determine your credit. If none of the reductions apply to you, enter 100 percent on Line 7.

#### Step 4

Multiply Line 6 by the percentage on Line 7. Enter this amount on Form MO-CRP, Line 8 and on Form MO-PTS, Line 12a.

#### Missouri Department of Revenue Tax Assistance Centers

Public hours at the offices listed below are from 8:00 a.m. to 4:30 p.m. Monday, Tuesday, Thursday, and Friday and 8:45 a.m. to 4:30 p.m. Wednesday. Individuals with speech or hearing impairments may use TDD (800) 735-2966 or fax (573) 526-1881.

#### Cape Girardeau

3102 Blattner Dr., Suite 102 (573) 290-5850

#### Columbia

1500 Vandiver Dr., Room 113 (573) 884-3814

#### **Jefferson City**

3237 W. Truman Blvd., Suite 100 (573) 751-7191

#### Joplin

1110 E. Seventh St., Suite 400 (417) 629-3070

#### **Kansas City**

615 East 13th St., Room B-2 Income Tax: (816) 889-2920 Business Tax: (816) 889-2944

#### **Springfield**

149 Park Central Square, Room 313 (417) 895-6474

#### St. Louis

3256 Laclede Station Rd., Suite 101 Maplewood, Missouri (314) 877-0177

#### St. Joseph

525 Jules, Room 314 (816) 387-2230

#### **Other Important Phone Numbers**

Form Ordering	(800) 877-6881
Form Order Questions	(573) 751-5337
Forms-by-Fax	(573) 751-4800
Electronic Filing Information	(573) 751-3930
Refund Inquiry Line	(573) 751-3505

Download forms or check the status of your return from our web site: www.dor.mo.gov/tax
Suggestions for Tax System Improvements e-mail: taxsuggest@dor.mo.gov
Property Tax Credit e-mail: propertytaxcredit@dor.mo.gov

#### Diagram 1: Form W-2

a Control number	55555	Void 🔲	For Official Use OMB No. 1545-0						
b Employer identification number			1 Waq	ges, tips, other compe	2 Federal in	2 Federal income tax withheld			
c Employer's name, address, and ZIP code				3 Soc	cial security wages		4 Social security tax withheld		
				5 Me	dicare wages and ti	ps	6 Medicare	tax withheld	
				7 Soc	cial security tips		8 Allocated	tips	
d Employee's social security nur	mber			9 Adv	vance EIC payment		10 Depender	nt care benefits	
e Employee's first name and init	tial Last name			11 Nor	nqualified plans		12a See instru	uctions for box 12	
	J			13 Statutor employs	y Retirement T se plan si	nird-party ck pay	12b		
				14 Oth	er		12c		
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#### **Federal Privacy Notice**

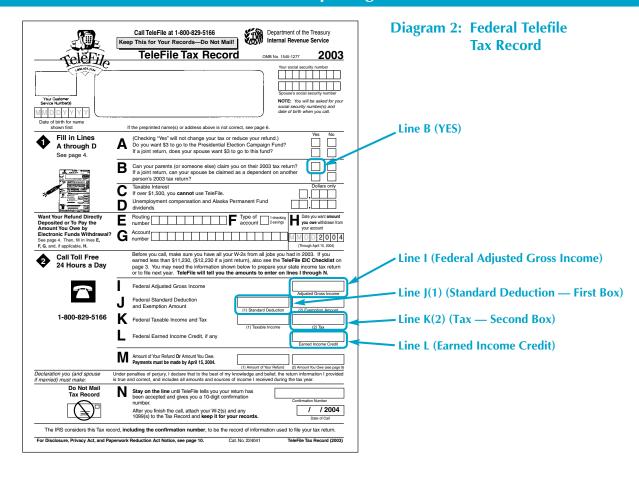
The Federal Privacy Act requires the Missouri Department of Revenue (department) to inform taxpayers of the department's legal authority for requesting identifying information, including social security numbers, and to explain why the information is needed and how the information will be used.

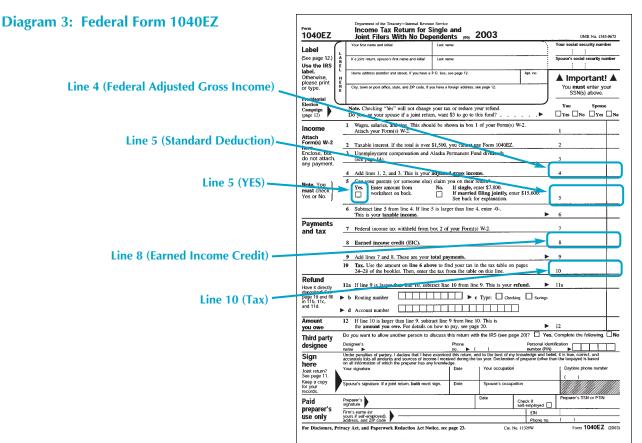
Chapter 143 of the Missouri Revised Statutes authorizes the department to request information necessary to carry out the tax laws of the state of Missouri. Federal law 42 U.S.C. Section 405 (c)(2)(C) authorizes the states to require taxpayers to provide social security numbers.

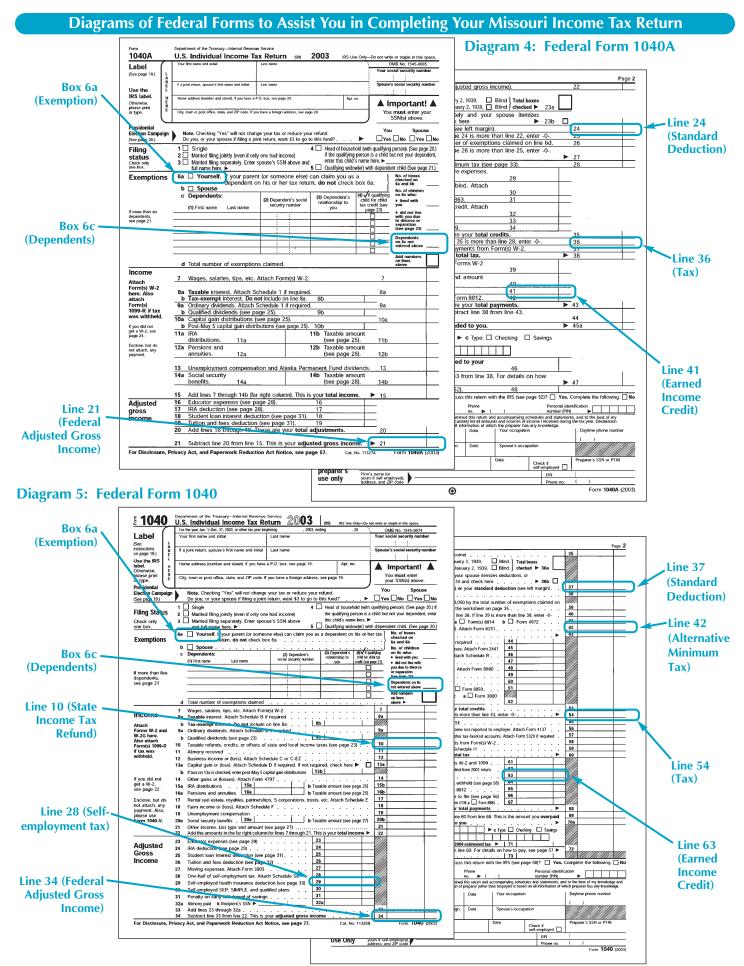
The department uses your social security number to identify you and process your tax returns and other documents, to determine and collect the correct amount of tax, to ensure you are complying with the tax laws, and exchange tax information with the Internal Revenue Service, other states, and the Multistate Tax Commission (Chapters 32 and 143, RSMo). In addition, statutorily provided non-tax uses are: (1) to provide information to the Department of Higher Education with respect to applicants for financial assistance under Chapter 173, RSMo and (2) to offset refunds against amounts due to a state agency by a person or entity (Chapter 143, RSMo). Information furnished to other agencies or persons shall be used solely for the purpose of administering tax laws or the specific laws administered by the person having the statutory right to obtain it as indicated above. (For the department's authority to prescribe forms and to require furnishing of social security numbers, see Chapters 135, 143, and 144, RSMo.)

You are required to provide your social security number on your tax return. Failure to provide your social security number or providing a false social security number may result in criminal action against you.

#### Diagrams of Federal Forms to Assist You in Completing Your Missouri Income Tax Return







## FINAL CHECKLIST BEFORE MAILING YOUR CLAIM

# Failure to include required documentation and/or information, may reduce or delay your refund.

**NOTE:** Be sure you and your spouse are eligible to claim the property tax credit.

Please read instructions if you have any doubt about what is required.						
Peel the label (if available) off the cover of your tax book and place it on the completed claim if all information on the label is correct. If any address information is not correct, discard the label and print or type the correct information in the spaces provided.						
ý						
<b>If you are 60 years of age or older and received surviving spouse benefits:</b> Attach a copy of Form SSA-1099.						
If the Form MO-1040P and Form MO-PTS is being filed on behalf of a claimant, a statement to that effect from the claimant's legal guardian (or Power of Attorney) must be attached.						
<b>If you owned and occupied your home:</b> Attach a copy of your <b>paid</b> 2004 real estate tax receipt(s).						
If you owned and occupied your home and more than five acres: Attach a copy of your paid 2004 real estate tax receipt(s) <i>and</i> a Form 948, Assessor's Certification.						
If you owned and occupied a mobile home: Attach a copy of your paid 2004 personal property/real estate tax receipt(s) and a Form 948, Assessor's Certification.						
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#### **ELECTRONIC FILING OPTIONS**



**Federal/State E-file:** Missouri, in cooperation with the Internal Revenue Service (IRS), offers a joint federal/state filing of individual income tax returns. There are two ways that you may e-file your federal and state income tax returns:

- 1) You can electronically file your federal and state returns online from web sites provided by approved software providers. Many providers offer free filing if you meet certain conditions. A list of approved links can be found at www.dor.mo.gov/tax.
- 2) You can have a tax preparer (if approved by the IRS) electronically file your federal and state returns for you, usually for a fee. A list of approved tax preparers can be found at www.dor.mo.gov/tax.

#### **Benefits of Electronic Filing**

- *Convenience:* You can electronically file 24 hours a day, 7 days a week.
- **Security:** Your tax return information is encrypted and transmitted over secure lines to ensure confidentiality.
- Accuracy: Electronic filed returns have up to 13 percent fewer errors than paper returns.
- Direct Deposit: You can have your refund direct deposited into your bank account.
- Proof of Filing: An acknowledgment is issued when your return is received and accepted.

### Visit our web site at www.dor.mo.gov/tax

#### In addition to electronic filing information found on our web site, you can:

- E-mail us
- Get the status of your refund or balance due
- Pay your taxes online

- Get answers to frequently asked questions
- Use our Fill-in Forms that Calculate
- Download Missouri and Federal tax forms

Enter amount from Line 13 here

(If amount is more than \$750, use \$750 to look up your credit.) Find where these two numbers "meet" below to figure your credit amount. Enter on Form MO-PTS, Line 14.

# 2004 PROPERTY TAX CREDIT CHART

# AMOUNT FROM LINE B ABOVE OR FROM FORM MO-PTS. LINE 13 — TOTAL REAL ESTATE TAX OR 20% OF BENT PAID

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2,	24,701 25	25,000	116 91	99   1	5 41	1 16	2																							

# Examples:

If Line 10 of Form MO-PTS is \$13,000 or less, and Line 13 is \$176 the tax credit would be \$176.

If Line 10 of Form MO-PTS is \$16,050 and Line 13 is \$750, the tax credit would be \$626.

If Line 10 of Form MO-PTS is \$24,400 and Line 13 is \$700, the tax credit would be \$112.

# 2004 MISSOURI SCHOOL DISTRICT NUMBERS

Your Missouri school district number **must be entered on your income tax return.** This information is supplied to the State Department of Elementary and Secondary Education and is used in determining the amount of state aid to your school district.

Enter the number of the public school district where your residence is located.

The Missouri public school district names and numbers are listed alphabetically by school district name. Generally, the name of your public school district is also the name of the city, town, or village where your public school is located.

Do not write the name of the school district on the return. Enter only the number of the district in the following list. For example:

 All public schools located in the City of Springfield are in "Springfield R-XII" School District, and number "475" should be entered in the space provided. • All public schools located in the City of Columbia are in "Columbia 93" School District, and number "098" should be entered in the spaces provided.

The following should be considered in determining your public school district number:

- 1. Determine your public school district at the time of completing your return.
- 2. If you live in one school district and work or have a permanent or temporary mailing address in another, enter the district number where you live.
- 3. If you are in military service or a student temporarily living and working away from your permanent residence, enter the district number of your permanent residence.
- 4. If you were a part-year resident of Missouri, enter the school district number of your residence while living in Missouri.
- 5. If you are a "nonresident" of Missouri, your school district number is "347".

If you are unable to determine your school district number from these instructions, call the public elementary or public high school of your school district.

NAME NUMBER	NAME NUMBER	NAME NUMBER	NAME NUMBER	NAME NUMBER
Adair Co. R-I (Novinger) 365	Cainsville R-I058	Crystal City 47	Galena R-II 161	Howell Valley R-I210
Adair Co. R-II (Brashear) 045	Calhoun R-VIII 059		Gallatin R-V 162	Hudson R-IX211
Adrian R-III001	Callao C-8061	Dadeville R-II 111	Gasconade C-4 (Falcon) 163	Humansville R-IV 212
Advance R-IV 002	Camdenton R-III 062	Dallas Co. R-I (Buffalo) 112	Gasconade Co. R-I	Hume R-VIII 213
Affton 101	Cameron R-I	Davis R-XII	(Hermann)197	Hurley R-I214
Albany R-III 004	Campbell R-II 064	Delta C-7 (Deering) 385	Gasconade Co. R-II	,
Altenburg 48005	Canton R-V065	Delta R-V	(Owensville)376	Iberia R-V 215
Alton R-IV	Cape Girardeau 63066	Dent-Phelps R-III	Gideon 37 165	Independence 30 217
Appleton City R-II008	Carl Junction R-I067	(RFD, Salem) 117	Gilliam C-4166	Iron Co. C-4 (Viburnum) . 218
Arcadia Valley R-II	Carrollton R-VII068	DeSoto 73114	Gilman City R-IV167	. I B.II 040
(Ironton) 009	Carthage R-IX 069	Dexter R-XI118	Glenwood R-VIII169	Jackson R-II219
Ash Grove R-IV011	Caruthersville 18070	Diamond R-IV119	Golden City R-III171	Jasper Co. R-V
Atlanta C-3	Cass Co. R-V	Dixon R-I	Gorin R-III 172	Jefferson C-123
Aurora R-VIII013	Cassville R-IV 071	Doniphan R-I	Grain Valley R-V 173	(Nodaway Co.) 223
Ava R-I	Center 58	Dora R-III	Grandview C-4	Jefferson City 224
Avenue City R-IX 015	(Jackson County) 074	Drexel R-IV	(Jackson Co.) 174	Jefferson Co. R-VII
Avilla R-XIII016	Centerville R-I	Dunklin R-V	Grandview R-II	(RFD, Festus)
D   (11D D)   047	Central R-III (Park Hills) 480	(Jefferson Co.)124	(Jefferson Co.) 175	Jennings
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